



## AM Tool 1 – Cost History Page

V.1.0

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The **Cost History page** is one of the most valuable pages in the **Asset Management module**. It contains every transaction for each asset, as well as the book(s) associated to each asset. The Cost History page also includes the total cost for the asset.



### Foundation Information

Any time an agency needs to view the up-to-date cost and financial transactions for an asset, the **Cost History page** should be used. This page is updated automatically as soon as a transaction (Addition, Adjustment, Retirement, etc) is processed and saved. Some agencies try to review this information on the 'Asset Acquisition Detail tab' in 'Basic Add'. However, that page does not change with updates to cost and ChartField information. It simply shows the cost and ChartFields used to originally add the asset.

Anyone with the **KAM\_KS\_ASSETS\_VIEWER role** can access this page.

**Navigation:** From the **Home** page in SMART, click on the '**Asset Management**' link on the left Navigation Menu, then click on '**Asset Transactions**', then click '**History**', then click '**Review Cost**'. This opens the '**Cost History List**' page.

### Cost History List page:

Cost	Chartfields	EEF			
Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1 03/14/2013	ADD		1.0000	5,500.00	<a href="#">Detail</a>
2 03/14/2013	ADD			500.00	<a href="#">Detail</a>
3 03/14/2013	ADJ			-250.00	<a href="#">Detail</a>
4 03/14/2013	RCT	0	-1.0000	-5,250.00	<a href="#">Detail</a>
5 03/14/2013	RCT	0		-500.00	<a href="#">Detail</a>
6 03/14/2013	RCT	I	1.0000	5,250.00	<a href="#">Detail</a>
7 03/14/2013	RCT	I		500.00	<a href="#">Detail</a>
8 03/14/2013	TRF	0		-500.00	<a href="#">Detail</a>
9 03/14/2013	TRF	I		500.00	<a href="#">Detail</a>
10 03/15/2013	TRF	0	-1.0000	-5,250.00	<a href="#">Detail</a>
11 03/15/2013	TRF	0		-500.00	<a href="#">Detail</a>

This page immediately displays which Book(s) the asset has as well as the Total Cost.

The Cost tab (in the Book section) displays all the transaction types and the amounts that make up the Total Cost.

Below are the **Transaction Types** (Trans Types) you may see on the **Cost History List** page:

### 1. ADD—Addition

This Transaction Type is used for the original transaction which adds the asset to SMART. An **ADD** transaction will also display if additional cost rows were added to the asset with different funding sources than the original cost row.

### 2. ADJ—Adjustment

This Transaction Type is used when the cost and/or quantity has been updated on an existing cost row.

### 3. RCT—Recategorization

This Transaction Type is used when the asset's category has been changed.

- a. The **RCT-O** line stands for **Recategorization Out**. This line shows the asset was transferred out of the old category.
- b. The **RCT-I** line stands for **Recategorization In**. This line shows the asset was transferred into the new category.

### 4. REI—Reinstatement

This Transaction Type is used when the asset has been reinstated after it was previously retired.

### 5. RET—Retirement

This Transaction Type is used when the asset has been retired.

### 6. TRF—Transfer

There are two types of Transfers. **IntraUnit Transfers** change ChartFields for the asset. **InterUnit Transfers** occur when an asset is transferred to another agency (Business Unit).

- a. The **TRF-O** line stands for **Transfer Out**. For IntraUnit Transfers, the TRF-O line shows the old ChartFields from which the asset was transferred. For InterUnit Transfers, this line shows the asset was transferred out of this Business Unit.
- b. The **TRF-I** line stands for **Transfer In**. For IntraUnit Transfers, the TRF-I line shows the new ChartFields to which the asset was transferred. For InterUnit Transfers, this line shows the asset was transferred into your Business Unit from another Business Unit.



**Note:** The way you tell the difference between the two transfer types is to look at how many TRF transactions there are:

- If there is a TRF-O and a TRF-I line with the same Accounting Date, it's an IntraUnit Transfer.
- If there is NOT a corresponding TRF-I for a TRF-O (or vice versa) with the same Accounting Date, it's an InterUnit Transfer.

## Chartfields Tab

Additional **Chartfield** and **Category** details are available on the “**Chartfields**” tab (in the **Book section**). This tab allows you to see what Chartfields were used to add the asset, which Chartfields the asset has been transferred out of and into, and the current Category for the asset.

Knowing how to interpret the data on this page will help you determine what transactions have occurred.

 **Note:** By clicking the  **Show all Columns** button, you can view all columns from both the **Cost tab** and the **Chartfields tab**.



The screenshot shows the 'Cost History List' interface with the 'Chartfields' tab selected. The table below represents the data shown in the screenshot.

Trans Type	Dept	Fund	Bud Unit	Program	Project	Svc Loc	Acq Use	ChartField 2	Category	Cost Type	Detail
1 ADD	1730101000	1000	0210	01031					EQFRN		<a href="#">Detail</a>
2 ADD	1730101000	1700	0210	01031					EQFRN		<a href="#">Detail</a>
3 ADJ	1730101000	1000	0210	01031					EQFRN		<a href="#">Detail</a>
4 RCT	O 1730101000	1000	0210	01031					EQFRN		<a href="#">Detail</a>
5 RCT	O 1730101000	1700	0210	01031					EQFRN		<a href="#">Detail</a>
6 RCT	I 1730101000	1000	0210	01031					VEHCL		<a href="#">Detail</a>
7 RCT	I 1730101000	1700	0210	01031					VEHCL		<a href="#">Detail</a>
8 TRF	O 1730101000	1700	0210	01031					VEHCL		<a href="#">Detail</a>
9 TRF	I 1730401000	2033	0520	01220					VEHCL		<a href="#">Detail</a>
10 TRF	O 1730101000	1000	0210	01031					VEHCL		<a href="#">Detail</a>
11 TRF	O 1730401000	2033	0520	01220					VEHCL		<a href="#">Detail</a>

From the **example** shown in the screenshot above:

**Line 1:** The asset was originally added.

**Line 2:** A second ADD transaction occurs with a different fund.

**Line 3:** The cost from Line 1 was adjusted.

**Lines 4-5:** Both cost rows were recategorized out of the EQFRN category.

**Lines 6-7:** Both cost rows were recategorized in to the VEHCL category.

**Line 8:** The cost row from line 2 is transferred out to another funding stream.

**Line 9:** This shows the new funding as a result of the IntraUnit Transfer. Notice how every chartfield has changed.

**Lines 10-11:** The original cost row from line 1 and the updated cost row from line 9 are both transferred into a new Business Unit.

**Cost History Detail page:**

This page shows a detailed list of all the transactions and pertinent information about each one.

 **Note:** You can also navigate to this page by clicking the **Detail** link for the transaction you wish to view. The **Detail** link is on the far right side of the **Cost History List** page.

<a href="#">Cost History List</a>		<b>Cost History Detail</b>		<a href="#">Non Cap History List</a>		<a href="#">Non Cap History Detail</a>									
Unit:	17300	Asset ID:	000000004094	Cost History Page Example	Tag:	857456	Transferred								
Book <span style="float:right">Find   View All First 1 of 2 Last</span>															
Book Name: CAFR		CAFR Reporting Book		Base Currency: USD											
Cost <span style="float:right">Find   View All First 10 of 11 Last</span>															
Acctg Date:	03/15/2013	Trans Date:	03/15/2013	Date/Time Stamp: 03/15/2013 1:04:36PM											
Trans Type:	TRF Out	Asset Transfer													
Trans Code:															
Cost:			-5,250.00 USD		<table border="1"> <tr><th colspan="2">Interunit Transfer Information</th></tr> <tr><td>Unit:</td><td>08300</td></tr> <tr><td>Asset ID:</td><td>000000000628</td></tr> <tr><td>Book:</td><td></td></tr> </table>			Interunit Transfer Information		Unit:	08300	Asset ID:	000000000628	Book:	
Interunit Transfer Information															
Unit:	08300														
Asset ID:	000000000628														
Book:															
Base Cost:			-5,250.00 USD		<table border="1"> <tr><th colspan="2">Exchange Rate</th></tr> <tr><td>Rate Type:</td><td>CRRNT</td></tr> <tr><td>Rate Effdt:</td><td>01/01/1990</td></tr> <tr><td>Exchange Rate:</td><td>1.00000000</td></tr> </table>			Exchange Rate		Rate Type:	CRRNT	Rate Effdt:	01/01/1990	Exchange Rate:	1.00000000
Exchange Rate															
Rate Type:	CRRNT														
Rate Effdt:	01/01/1990														
Exchange Rate:	1.00000000														
Salvage:															
Quantity:			-1.0000												
Convention:	AM														
User ID:	DA00CJH														
Category:	VEHCL Vehicles														
Cost Type:															
Department:	1730101000	Admin Operations													
Fund Code:	1000	STATE GENERAL FUND													
Budget Unit:	0210	FINANCIAL MANAGEMENT SYSTEM													
Program Code:	01031	Administration													
Project:															

The information in the following table is available on this page. Each transaction has its own section populated with this information. You can navigate through each transaction by clicking either the **'next record' button**  or the **'previous record' button**  (both of which are located on the far right side of the **Cost** section title bar).

Field	Description
<u>Acctg Date</u>	Accounting Date—The date the transaction hits the General Ledger (for capital assets only)
Trans Date	Transaction Date—The effective date of the transaction
Trans Type	Transaction Type—The type of transaction (Addition, Adjustment, Retirement, etc)
Cost	The amount affected by the transaction
User ID	The individual who processed the transaction
Category	The category affected by the transaction
Department Fund Code Budget Unit Program Code	The <u>chartfields</u> affected by the transaction
Date/Time Stamp	The date and time the transaction was processed in SMART
<u>InterUnit Transfer Information</u>	For an asset transferred into your agency, the transferring agency's Business Unit and Asset ID will display.  For as asset transferred to another agency, the receiving agency's Business Unit and Asset ID will display.

**Non Cap History List and Non Cap History Detail Pages**

*The State of Kansas does not utilize these pages.*